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This document contains the results of a national survey designed to determine the composition and location of permanent citizens advisory committees operating within the nation's school districts. The 52 district-wide, continuing citizens advisory bodies identified by 290 responding school systems are listed alphabetically by State. The following information is given for each committee listed: (1) Name of committee, (2) year established, (3) origin of committee, (4) number of members, (5) occupational representation, (6) selection of members, (7) internal committees, (8) frequency of meetings, (9) financial support, (10) method of operation, (11) functions, and (12) additional comments. The summary presents a breakdown of the total sample, based on the categories listed above. The appendix lists professional advisory committees, dissolved permanent committees, temporary committees, and sample guidelines to assist those who may be involved in formulating a citizens advisory committee. Twenty selected references on the formulation and operation of citizens advisory committees are included in the bibliography. (JH)

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CITIZENS ADVISORY COMMITTEES

EA 002 483

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March 1968

CITIZENS ADVISORY COMMITTEES

Laymen sincerely interested in school improvement can be of very real assistance to a school system's professional staff and board of education. The recommendations of citizens groups can set the stage for needed reforms and innovations which might otherwise be difficult to achieve. Often these recommendations are the result of a careful study of community needs and desires, and an important consequence of such study can be a new and constructive understanding between the schools and the community.

Sometimes school administrators and boardsmen, in need of assistance in a particular problem area, will appoint a committee of interested citizens to concentrate on this area--to study the problem, check the pulse of public opinion, and submit findings and recommendations. Having completed this assignment, the committee is disbanded. Less common are lay advisory committees which are permanent fixtures, formally organized and always available to the school administration, board, and community at large.

In an attempt to locate some permanent citizens advisory committees now in operation, the Educational Research Service sent the questionnaire reproduced on pages 52 through 55 of this Circular to all school systems with 25,000 or more enrollment, to a selected group of school systems under 25,000 enrollment, and to school systems mentioned in professional literature as having district-wide, continuing citizens advisory bodies operating within their districts. Replies were received from the 321 school systems as follows:

	Ques. sent	Replies received
Stratum 1 (100,000 or more)	25	23 (92%)
Stratum 2 (50,000-99,999)	54	52 (96%)
Stratum 3 (25,000-49,999)	90	76 (84%)
Smaller systems	152	139 (91%)
	321	290 (90%)

Table A on page 2 shows the number of the responding systems which reported permanent advisory committees. Respondents were asked not to include special purpose committees mandated by law, such as vocational advisory committees.

Individual summaries for each of the 52 continuing citizens advisory committees identified in this survey begin on page 7.

While these 52 continuing lay advisory bodies are probably not the only such committees in operation on a permanent basis, they are no doubt representative of the wide variety of ways in which citizens committees are constituted and operate.

Year established

Citizens advisory committees have been in existence a long time--at least since 1919 according to Dr. J. H. Hull in his 1949 doctoral dissertation (see item 11 on the bibliography, p. 51). This 1967-68 survey, too, turned up a permanent citizens advisory committee established in 1919, the Women's Advisory Committee of Mitchell, South Dakota, which is still going strong as it approaches its fiftieth year.

Figure 1 on page 2 shows the number of continuing committees established in each of the time intervals represented. As can be seen from the figure, slightly more than half of the committees in this report have been initiated since 1960.

Origin of committees

Among the 52 committees reported in this Circular, the impetus for greater citizen participation in educational affairs seems to have originated with the board of education or ad-

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Table A

SCHOOL SYSTEMS, BY ENROLLMENT STRATA, WITH DISTRICT-WIDE CONTINUING CITIZENS ADVISORY COMMITTEES

Enrollment stratum	Number of school systems: Having permanent committees	Not having permanent committees	Totals
Stratum 1	4	19	23
Stratum 2	6	46	52
Stratum 3	13	63	76
Smaller	27[a/]	112	139
Totals	50[a/]	240	290

a/ Includes one system with three permanent committees, making a total of 52 committees.

ministration rather than with the community at large. Thirty-two of these committees were iniated by boards of education, and another 10 were organized at the instigation of the superintendent of schools.

Eight of the committees were citizen-initiated, and four of these still operate without formal board recognition. One committee was organized by the chamber of commerce, while the establishment of the permanent committee in another system was originally suggested by an ad hoc lay advisory body appointed by the board of education.

Number of members

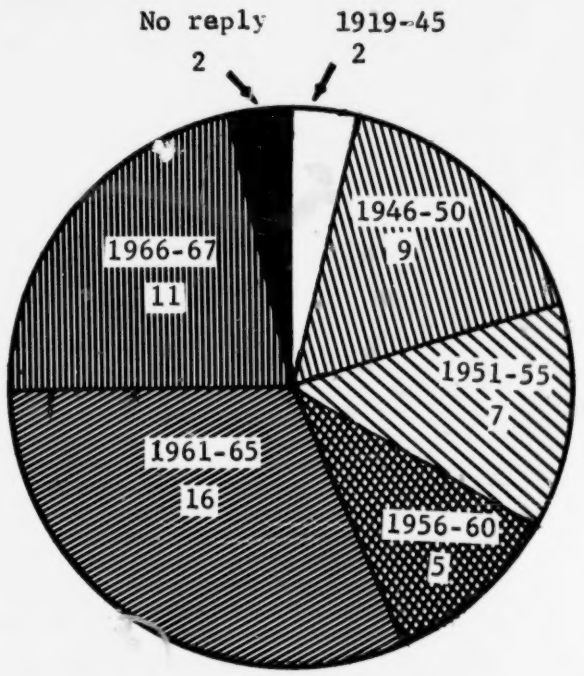
Voting members. The questionnaire form, in asking for the number of voting and ex officio members on the committee, did not ask whether the number is limited either by custom or constitution. However, from additional information volunteered by the respondents, it is possible to determine that in 29 citizens advisory committees the number of voting members IS limited in some way.

Information volunteered by respondents also indicates that for another 17 committees there is theoretically no limit to the number of voting members. In some of these cases this is because membership is open to all who attend meetings, to all residents, or to all who pay nominal annual dues. Also included among those committees with unlimited members are those groups composed of representatives of community organizations, because it is possible that the number of organizations wishing to send representatives may fluctuate. Generally, however, only one voting member represents each organization.

As Table B shows, the number of voting members on the 52 committees ranges from five to 450. While the median size of committee in 1967-68 is 26, the typical committee has from 11 to 30 members.

Ex officio members. Twenty-four of the 51 questionnaires giving information on the number of committee members reported no ex officio members, and two reported that the committees have associate, non-voting members or member groups. Among the 25 systems which reported ex officio members, the number of these members ranged from one to 75; for all but four committees, the number was five or less. In 17 of the 25 systems with ex officio membership, the superintendent is numbered among the ex officio members.

Figure 1



YEARS IN WHICH CITIZENS ADVISORY COMMITTEES WERE ORGANIZED IN 52 SCHOOL SYSTEMS

Occupational representation on the committees

Figure 2 on page 4 shows the number of committees which report having as voting members on the 1967-68 committee persons who represent each occupational group listed on the questionnaire (school system employees, housewives, professional, business, farmers, laborers, clergy, retirees, and military personnel). Among the groups tabulated under "Miscellaneous" are representatives of news media, college professors, municipal employees, high school students, and teachers from other school systems.

All 51 of the respondents to this question reported that housewives are numbered among the current committee's voting membership. One committee, in fact, is composed entirely of housewives. Business and professional men and women are each represented on 49 committees. Employees representing the school system have voting membership on 26 committees.

Selection of members

How are members of the advisory committees selected? Some 17 different methods are used among the 52 committees reported herein. The most frequently mentioned methods of naming committee members are listed below:

Board of education appoints	12
Membership is open	5
PTA Council or President appoints	5
Committee itself appoints (self-perpetuating)	5
Community organizations appoint to represent organization on committee	5
Community organizations appoint members to serve as individuals	3
Board of education and committee each appoint part of membership	3

In two other systems the committee recommends new members to the board of education for final approval.

Although 10 of the committees were initiated by the superintendent, only one committee has its membership appointed by the superintendent. Somewhat unique is the committee which is composed of some members who are elected at large and some who are appointed by the board of education.

Table B

SUMMARY: NUMBER OF VOTING MEMBERS ON CITIZENS ADVISORY COMMITTEES

Number of members	Number of citizens committees			
	No. of members limited	No. of members unlimited[a/]	Limitation not reported	Totals
1	2	3	4	5
1-10	4	...	...	4
11-20	12	2	1	15
21-30	7	3	1	11
31-40	3	1	1	5
41-50	2	1	1	4
51-100	...	4	...	4
101-150	...	4	...	4
151-200	1	...	...	1
201-250	...	...	1	1
Over 250	...	1	...	1
No maximum	...	1	...	1
Not reported	...	...	1	1
Totals	29	17	6	52
Ranges	5-170	15-450	18-50	5-450
Medians	12	59	41	26

a/ In cases where membership is unlimited, figures tabulated represent the number of voting members in 1967-68.

Term of office for members

The prevailing practice seems to be to appoint or elect members for a definite term of office. Thirty-two of the 49 respondents to this question indicated that members of the citizens committees serve for terms ranging from one to five years. As can be seen from the following tabulation, the most frequently prescribed term of office was three years.

1 year	10
2 years	4
3 years	16
5 years	1
1 year for appointed members; 3 years for elected members	1
No definite term of office	17
Not reported	3

Selection of chairman

While the questionnaire form did not request a list of all the officers, it did ask about the method of selecting the committee's chairman. In 35 cases, the committee itself elects the chairman from among its membership.

The chairman of five committees is appointed by the board of education. The board of education president, PTA council president, or executive board of the citizens committee selects the chairman of six committees. In five cases the superintendent, board of education president, or another school official is automatically the committee chairman. One committee does not have a permanent chairman.

Operation of the committee

Frequency of meetings. The majority of the permanent advisory committees hold regularly scheduled meetings, even if only once a year as in the case of a committee which operates primarily through subcommittees. The frequency of regularly scheduled meetings for the 42 citizens advisory groups reporting them is shown below:

Twice a month	3
15 times a year	1
Once a month	26
6 times a year	1
5 times a year	2
4 times a year	4
3 times a year	1
2 times a year	3
Once a year	1

Internal committees. The internal organization of these 52 committees is such that 31 operate as committees of the whole, 20 have subcommittees (either permanent or established as the need arises), and 17 have a board of directors or executive committee.

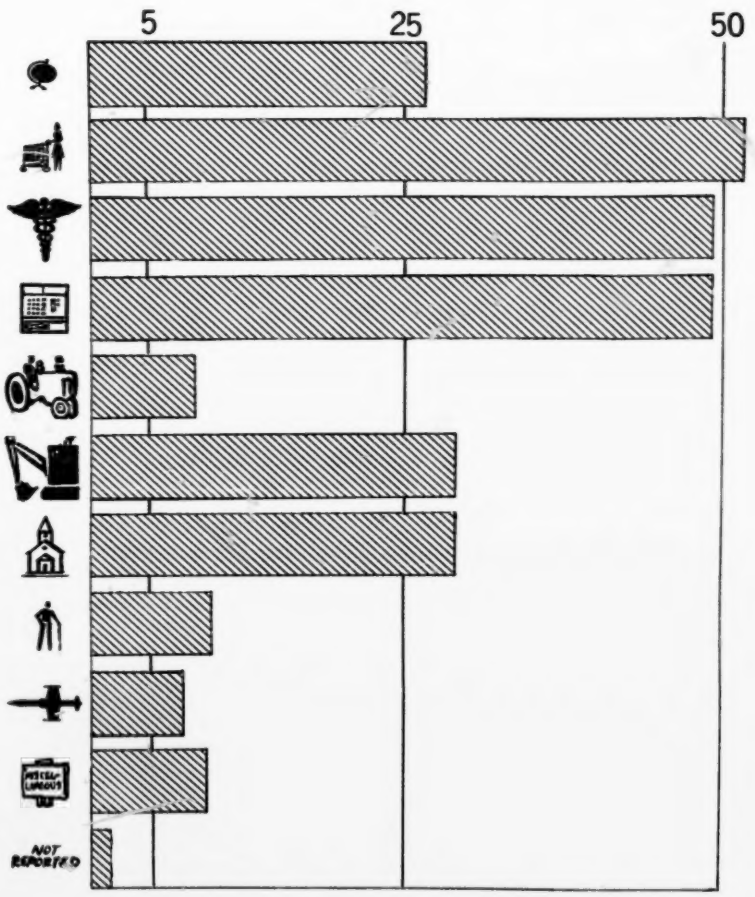
Financial support. Respondents for 21 of the 52 committees reported that they have no operating capital, some stating that none was needed. The other 31 systems have some source of financial assistance upon which they can rely, if only for postage and printing costs. The following are the sources of financing reported by these 30 committees:

Local school system	18
Dues from individual members	4
Dues from member organizations	2
Contributions from community organizations	4
From several of the above sources	3

Figure 2

NUMBER OF CITIZENS ADVISORY COMMITTEES WITH REPRESENTATION OF MAJOR OCCUPATIONAL GROUPS, 52 COMMITTEES

[*See page 3, col. 1, for explanation of symbols.*]



Assignment of tasks. Seventeen of the lay advisory committees in the survey operate independently of the board of education when deciding what tasks they should undertake. In another seven systems the committee independently determines the areas it will study, but it also accepts assignments from the board or superintendent when given.

In 15 systems the board or superintendent assigns tasks to the committee or the committee suggests its tasks for approval by the board of education. In eight other cases the committee undertakes only the tasks charged to it by the superintendent or board. The remaining five respondents did not answer the question.

Areas of investigation and functions. Most of the committees completing the final portion of the questionnaire form indicated, either explicitly or implicitly, that almost any area of educational interest falls within the realm of

their investigative or advisory functions. The primary function of most of the 52 committees appears to be the implementation of school-community relations by acting as a liaison between the community and the schools or serving as a sounding board for community opinion. Many of the committees are active generators of community interest in, and support of, increased funds for the schools.

Among the 52 lay advisory committees reported in this Circular, eleven are devoted solely to one particular area of investigation and concern--integration and intergroup education (3), curriculum (2), adult education (2), human relations (1), salary study and recommendations (1), recreation (1), and budget (1). Many of the committees reported herein, while not devoted solely to one area of concern, have permanent subcommittees in such areas.

Role of the superintendent

As was stated earlier, superintendents are numbered among the ex officio members of 17 of the 52 permanent committees. They are voting members of five committees and are the chairmen of three of the committees. The greatest number of superintendents, however, see their role in relation to the lay advisory body in their districts as that of advisor, liaison with the board of education, or observer. Six superintendents reported that they have no role in relation to the citizens advisory committee.

Comments by respondents

Respondents to the questionnaire were invited to add any additional comments about the lay advisory bodies operating in their districts. Comments received, both pro and con, reflect some diversity of opinion on the value and effectiveness of such committees. Some of these comments are reproduced on the following page. Because they generally reflect the individual's experience with a particular advisory body, the sources have not been identified.

Appendix materials

Professional advisory committees. Several respondents reported the existence of lay advisory bodies composed entirely of citizens employed in the particular areas of committee concern, for instance, health services or school building planning. Since the membership of these permanent committees consists largely of specialists in specific fields and theoretically is not open to the community at large, they are reported separately in Appendix I, pages 33 and 34.

Dissolved permanent committees. In addition to the 52 currently active permanent lay advisory committees, the ERS survey identified seven such committees which have been dissolved. The systems where these committees operated are listed in Appendix II, on page 35, together with a brief summary of the circumstances involved.

Temporary committees. The 24 systems listed in Appendix III on page 36 reported to ERS that they now utilize or have utilized ad hoc citizens advisory committees. Since some readers of this Circular may be interested in locating school systems which utilize temporary advisory committees rather than a permanent committee, this list has been included. Undoubtedly, many more systems could be added to the list.

Sample guidelines. To assist those who may be involved in working with or formulating a citizens advisory committee, some by-laws, constitutions, statements of purpose, and guidelines submitted by participants in the survey have been reproduced in Appendix IV, beginning on page 37.

Bibliography. Following Appendix IV, on page 51, is a bibliography of selected references on the formulation and operation of citizens advisory committees to board of education.

RESPONDENTS' COMMENTS ON THE VALUE OF PERMANENT CITIZENS COMMITTEES

YES!

"The committee has been extremely helpful in doing surveys of projected growth to determine where new schools are needed."

"We have had a fine working relationship. A member of the town recreation commission is present at the meetings; this has helped in coordinating school and municipal activities, including those of the recreation commission and town fathers."

"Our experience has been a constructive one. We have found this committee very helpful whenever we have had occasion to use it."

"Hopefully, the committee will serve as a training ground for prospective board members."

"The work of the committee in policy development has been most outstanding. The committee has involved professional people whenever appropriate to help in determining policies in specific areas."

"The committee is a vital organ in our city. It is formal in structure and serves an important role."

"The council has been an effective group serving in a broad general area. At our last meeting it was concluded that their area of activities should be reduced. They were most helpful on our last bond issue, which passed with a near 80% Yes vote."

"Ours is a typical citizens committee organized to maintain community support for educational activities. It has been quite active in coordinating activities among community organizations interested in education, e.g., it spearheaded the local drive to pass the 1¢ sales tax for education."

"The committee has been a very successful organization to advise the board, support program improvement, and implement communication between the board and the community."

YES, BUT . . .

"The committee can point with pride to a number of accomplishments, but could be more effective if member groups would make more effort to be represented at all meetings. Also, there is room for improvement in the relationship between school board members and the committee."

"We feel that such citizens committees are necessary and important in a school district to stimulate citizen interest and information. There should be more committee-board-administration inter-relation. The committee could be used for long range planning and preparing the ground work for future policies and programs if there was more inter-relationship."

"This can be and often has been an excellent tool for communication between the lay public, superintendent's office, and the school board members. Skillful leadership on the part of the superintendent and chairman is necessary to prevent some of the meetings from degenerating into gripe sessions."

NO!

"The committee was established originally for fact-finding and advisory functions, but it has gotten out of hand. The school board has lost all control over the work and tenure of the committee members. They have literally set themselves up as a second board of education."

"We make extensive use of citizens committees but not on a continuing basis. Having worked with a permanent group, I do not recommend it."

"We do not believe in continuing citizens committees. We have special advisory committees for a specific time."

PERMANENT CITIZENS ADVISORY COMMITTEES: DESCRIPTIONS OF 52 COMMITTEES

(Figure in parenthesis beside the name of each school system is fall 1966 enrollment.)

FREMONT, CALIFORNIA (27,989)

Name of committee: Citizens Advisory Executive Committee

Year organized: 1964

Origin: Initiated by the board of education

Number of members: 9 voting, 2 ex officio

Occupational representation: Housewives, professional, business, clergy

Selection of members: The board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the advisory committee

Internal committees: Executive committee

Frequency of meetings: Twice a month

Financial support: By the local school system

Method of operation: The board of education and the advisory committee may both originate tasks; however, all tasks suggested by the committee must be approved by the board of education.

Functions:
Advises on the design of new schools
Mobilizes public support on financial matters
Reflects community interest in curriculum and assists in policy and program development
Acts as a sounding board of community opinion
Serves as editorial board on district publications
Assists in conducting community surveys
Studies district reorganization

Projects: The committee has made recommendations and assisted in program development for K-12 family life curriculum, gifted child program, reading improvements, vocational education projects, and use of volunteers in the schools.

(NOTE: For additional information regarding this committee, see Appendix IV, pages 37 to 39.)

OAKLAND, CALIFORNIA (64,364)

Name of committee: Citizens Council on Human Relations

Year organized: 1965

Origin: Initiated by interested citizens

Number of members: 37

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: The superintendent appoints all members upon recommendations of the administrative staff and the Division of Urban Educational Services.

Term of office for members: 3 years

Selection of chairman: The superintendent is automatically chairman of the council.

Internal committees: Subcommittees

Frequency of meetings: Regular meetings (frequency not reported)

Financial support: The council has no operating capital.

Method of operation: The council determines its own tasks independently of the board and superintendent.

Functions: The council may function in all areas relating to the operation of the schools.

TORRANCE, CALIFORNIA (33,334)

Name of committee: Educational Council of Torrance

Year organized: 1947

Origin: Initiated by the board of education

Number of members: 150 voting in 1967-68 (number varies)

Occupational representation: Housewives, professional, business, laborers, clergy, retirees

Selection of members: Each community organization selects one representative.

Term of office for members: 1 year

Selection of chairman: Elected by the members of the council

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: The council has no operating capital.

Method of operation: The superintendent usually assigns tasks to the council. The council may also determine its own tasks independently of the board and superintendent if it so chooses.

Functions: The council operates as a fact-finding group and to mobilize public support in all areas of school needs and programs.

HARTFORD, CONNECTICUT (26,111)

Name of committee: Advisory Council/Community Council

Year organized: 1967

Origin: Initiated by the board of education

Number of members: Approximately 20 voting in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, business, laborers, clergy, retirees, high school students

Selection of members: Each school principal, along with community organizations, selects the members of the council.

Term of office for members: No definite term

Selection of chairman: Elected by the members of the council

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Not on regular schedule

Financial support: The council has no operating capital.

Method of operation: The council determines its own tasks independently of the board and superintendent.

Functions: The primary function of the council is to improve the relationship between school and community in such areas as communications, community problems, parent-teacher relationships. The council may engage in many activities relative to problems within the school environment.

DADE COUNTY, FLORIDA (Miami) (202,124)

Name of committee: Quality Education Committee

Year organized: 1962

Origin: Establishment recommended by a Twelve Month School Committee composed of laymen and school employees

Number of members: 35 voting, 1 paid consultant

Occupational representation: Housewives, professional, business, laborers, clergy, news media

Selection of members: The board of education appoints all members.

Term of office for members: No definite term

Selection of chairman: Appointed by the board of education

Internal committees: Committee of the whole

Frequency of meetings: Not on regular schedule

Financial support: By the local school system

Method of operation: The committee was originally established by the board to conduct an in-depth study of the schools. It was not disbanded after issuing its report and continues at its own direction, meeting occasionally on other matters.

Functions: Not reported

ESCAMBIA COUNTY, FLORIDA (Pensacola) (45,761)

Name of committee: Escambia Education Advisory Committee

Year organized: 1961

Origin: Initiated by the Chamber of Commerce originally and is still a separate, independent group

Number of members: 14 voting member groups (two representatives each), 2 associate non-voting member groups in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, farmers, laborers

Selection of members: Each community organization selects two representatives.

Term of office for members: No definite term

Selection of chairman: Elected by the members of the committee.

Internal committees: Subcommittees appointed as need arises

Frequency of meetings: Once a month

Financial support: By dues from member groups; when the committee enters into a project that requires financing over and above ordinary administrative expenses, each member group is asked for a voluntary contribution.

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: This is a nonpartisan, fact-finding group formed to make recommendations to public officials or to take other concerted action as may be deemed appropriate on matters affecting education in the county.

Additional comments: The membership has varied from time to time in that some groups have dropped out and new groups have come into the committee. The Chamber of Commerce, Junior Chamber of Commerce, education and PTA groups are the most constant in representation and participation. Promotion of millage elections, recommendations to the school board and legislators have been the principal areas of activity; however, considerable information regarding the school program, administrative organization, and finance has been received and discussed by the members.

(NOTE: For additional information regarding this committee, see Appendix IV, pages 46 to 48.)

VOLUSIA COUNTY, FLORIDA (DeLand) (30,788)

Name of committee: Volusia County Continuing Council on Education

Year organized: 1955

Origin: Initiated by the board of education

Number of members: No maximum

Occupational representation: Housewives, professional, business

Selection of members: The board of education appoints all members upon the recommendation of the council itself.

Term of office for members: No definite term

Selection of chairman: Elected by the members of the council

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Council of the whole meets annually; subcommittees determine own meeting schedules.

Financial support: The council has no operating capital.

Method of operation: The council determines its own tasks independently of the board and superintendent.

Functions: In the areas of buildings and grounds and finance, the council's role is fact-finding and mobilizing public support. In the areas of curriculum and extended services, its role is fact-finding with the power of recommendation for policies and programs. The council also functions in the area of school-community relations, mobilizing public support for school programs.

CLARKE COUNTY, GEORGIA (Athens) (10,108)

Name of committee: Citizens Advisory Committee to the Clarke County Board of Education

Year organized: 1965

Origin: Initiated by the superintendent of schools

Number of members: 40 voting

Occupational representation: Housewives, professional, business, farmers, laborers, clergy, retirees, military

Selection of members: The board of education selects 22 of the members and 18 are selected by the PTA (representation from each PTA in district).

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: Executive committee; others as needed

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: The committee investigates and makes recommendations upon issues currently of concern to the community and the board of education.

CHAMPAIGN, ILLINOIS (11,800)

Name of committee: Citizens' Education Council

Year organized: 1952

Origin: Initiated by the board of education.

Number of members: 21 voting, 1 ex officio

Occupational representation: Housewives, professional, business, farmers, laborers, clergy, military

Selection of members: The council is self-perpetuating, but the board of education must approve all appointments.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the council

Internal committees: Executive committee, subcommittees

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The board of education may assign tasks to the council, or the council may determine its own tasks independently of the board and superintendent.

Functions: The council has conducted surveys of projected growth in the district to determine where new schools are needed. The council has special committees in the area of curriculum and is represented on standing committees for health, transportation, and cafeterias. Assistance is also given in bond issue and tax rate referenda.

ELGIN, ILLINOIS (17,400)

Name of committee: Citizens' Advisory Council

Year organized: 1955

Origin: Initiated by the board of education

Number of members: 170 voting

Occupational representation: Housewives, professional, business, laborers

Selection of members: Five members from each school building attendance area are recommended by the principal and PTA chairman for approval by the executive committee of the council.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the council

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Four times a year; more often, if necessary

Financial support: The council has no operating capital.

Method of operation: The council suggests tasks it should undertake and the board and/or superintendent must approve them.

Functions: The Facilities Committee studies the adequacy of school buildings and equipment. The Finance Committee studies the financial needs of the schools and makes recommendations. The entire council assists the board and administration to interpret the school program to the community. The council also makes studies of projected enrollments.

PEORIA, ILLINOIS (23,440)

Name of committee: Citizens Committee for Quality Education

Year organized: 1965

Origin: Initiated by the board of education

Number of members: 15 voting

Occupational representation: School employees, housewives, professional, business, laborers

Selection of members: The board of education appoints all members.

Term of office for members: No definite term

Selection of chairman: Appointed by the board of education

Internal committees: Committee of the whole, executive committee

Frequency of meetings: Twice a month; more often if necessary

Financial support: The local school system assumes secretarial and consultant costs.

Method of operation: The committee most frequently determines its own tasks independently of the board of education, but the board may also assign tasks to the committee.

Functions: The committee has directed its efforts almost entirely to civil rights and integration issues.

FORT WAYNE, INDIANA (37,359)

Name of committee: Citizens Education Council

Year organized: 1952

Origin: Initiated independently and still operating without formal board recognition

Number of members: 21 voting in 1967-68 (number varies)

Occupational representation: Housewives, professional, business, laborers, clergy

Selection of members: Community organizations who wish to may appoint representatives to serve on the council; otherwise the council is self-perpetuating.

Term of office for members: 1 year (may succeed himself once)

Selection of chairman: Elected by the board of directors of the council

Internal committees: Committee of the whole, executive committee, subcommittees--depending upon problems to be investigated

Frequency of meetings: Once a month during school year

Financial support: By dues from its members

Method of operation: The board of directors determines the tasks the council is to undertake.

Functions: The council's roles are fact-finding, dissemination of facts, and mobilization of public support in the areas of buildings and grounds, finance, curriculum, and school-community relations.

Additional comments: Members of the Transportation Committee worked closely with selected members of the staff of the Fort Wayne schools to produce a cooperative study of pupil transportation policies. The Council has also engaged in a teacher salary study and a study of physical plant rehabilitation.

FAYETTE COUNTY, KENTUCKY (Lexington) (20,223)

Name of committee: Fayette County Schools' Citizens' Committee

Year organized: 1967

Origin: Initiated by the board of education

Number of members: 18 voting, 2 ex officio

Occupational representation: 2 school employees, 3 housewives, 1 professional, 10 business, 1 laborer, 1 clergyman

Selection of members: The board of education selects part of the committee and the committee selects the remainder of its membership.

Term of office for members: No definite term

Selection of chairman: Appointed by the board of education

Internal committees: Committee of the whole

Frequency of meetings: Not on regular schedule

Financial support: The committee has no operating capital.

Method of operation: The committee is kept abreast of plans of the board of education concerning school sites, buildings, budget, etc.

Functions: Reports in the areas of buildings and grounds and finance are discussed with the committee for group reaction and advice. The committee discusses ways and means to relate information on school matters to the public.

Additional comments: The committee was just recently established, and definite plans for the continued organization and function of the committee are being developed.

OWENSBORO, KENTUCKY (7,233)

Name of committee: Owensboro Council for Education

Year organized: 1952

Origin: Initiated by the board of education and superintendent of schools

Number of members: 30 voting, 18 ex officio

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: Each PTA selects one or more members to represent it on the committee.

Term of office for members: One year

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: Twice a year

Financial support: The committee has no operating capital.

Method of operation: The superintendent usually assigns tasks to the committee, but the committee may also suggest tasks for it or ad hoc committees to perform.

Functions: The committee functions as a sounding board for community reaction, particularly in the areas of buildings and grounds, curriculum, extended services, and school district reorganization. It acts as a fact-finding body for finance data and participates in school and community censuses. In the area of school-community relations it acts as an advisory body in policy making and program development.

WASHINGTON COUNTY, MARYLAND (Hagerstown) (20,802)

Name of committee: Washington County Citizens Advisory Committee on Education

Year organized: 1964

Origin: Initiated by interested citizens and later recognized officially by the board of education

Number of members: 100 voting in 1967-68 (number varies), 1 ex officio

Occupational representation: School employees, housewives, professional, business, farmers, laborers, clergy, retirees, military

Selection of members: Membership is open to all who want to join although some informal attempt is made to make it geographically representative.

Term of office for members: No definite term

Selection of chairman: Appointed by the executive committee

Internal committees: Executive committee, subcommittees

Frequency of meetings: At least four times a year (September, December, March, and May)

Financial support: By dues from its members ($1 a year)

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: The committee operates as a fact-finding body in various phases of public education. It mobilizes public support for and promotes community understanding of school activities.

Additional comments: The committee is now inactive, but attempts will be made in the near future by the board of education to reorganize it, perhaps changing it to board-appointed.

DEARBORN, MICHIGAN (20,359)

Name of committee: Citizens' Educational Advisory Committee to the Dearborn Public Schools

Year organized: 1950

Origin: Initiated by the superintendent of schools and interested citizens; later officially recognized by the board of education

Number of members: 35 voting

Occupational representation: Housewives, professional, business, retirees

Selection of members: Community organizations appoint some members of the committee; these persons serve as representatives of the organization. Other committee members are elected at large to serve as individuals. Election of citizens-at-large is held once a year.

Term of office for members: Appointed members serve for one year; elected members serve three-year terms on a staggered basis.

Selection of chairman: Elected by the members of the committee

Internal committees: Not reported

Frequency of meetings: Once a month; more often if necessary

Financial support: By the local school system

Method of operation: Any committee member may request a study be undertaken, or the superintendent or board of education may request the committee to undertake a study.

Functions: The committee operates as a fact-finding body and may concern itself with anything which might pertain to the operation and efficiency of the Dearborn Public Schools.

ST. PAUL, MINNESOTA (46,772)

Name of committee: St. Paul School Committee

Year organized: 1951

Origin: Initiated independently by interested citizens and still operating without formal board recognition

Number of members: 135 voting members, 12 associate (non-voting) members in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, business, laborers, clergy, retirees

Selection of members: Approximately 57 community organizations select one or more members who serve as individuals. Membership at large is available to interested persons who previously represented a community organization. Any interested person may become an associate member without voting privileges.

Term of office for members: 1 year

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Monthly, except July and August

Financial support: By contributions from community organizations and $2 yearly dues from members

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: The committee has fact-finding and policy development subcommittees in the areas of buildings and grounds, finance, curriculum, and de facto segregation. It has fact-finding study committees on extended services and district reorganization.

Additional comments: During the past 16 years the St. Paul School Committee has been actively engaged in numerous activities designed to improve the educational system. It has conducted studies in such areas as the disadvantaged child, remedial reading, foreign language study, use of school buildings, and many others. It waged a number of successful (and some unsuccessful) campaigns to pass bond issues for the construction and rehabilitation of school buildings and to convert the school system into a school district with greater fiscal independence. Perhaps the most important work of the committee is its endorsement of and campaign on behalf of qualified candidates on a nonpartisan basis for election to the board of education.

HATTIESBURG, MISSISSIPPI (7,789)

Name of committee: Parent-Teacher Advisory Committee

Year organized: 1967

Origin: Initiated by the superintendent of schools

Number of members: 16 voting, 2 ex officio

Occupational representation: Housewives, professional, business, laborers

Selection of members: Each parent-teacher association president appoints one member.

Term of office for members: 1 year, subject to reappointment.

Selection of chairman: The superintendent is automatically chairman of the committee.

Internal committees: Committee of the whole

Frequency of meetings: Not on regular schedule

Financial support: The committee has no operating capital.

Method of operation: The superintendent may assign tasks to the committee, or the committee may suggest tasks it should undertake and the superintendent must approve them.

Functions: In the area of finance the committee mobilizes public support and disseminates information. In the area of curriculum its function is to disseminate information and assist in program and policy development.

NORMANDY SCHOOL DISTRICT, MISSOURI (St. Louis) (7,715)

Name of committee: Normandy Parents Council

Year organized: 1948

Origin: Initiated by the board of education

Number of members: 60 voting in 1967-68 (number varies), 18 ex officio

Occupational representation: Housewives, professional, business, laborers, clergy

Selection of members: Each community organization selects one or more members who serve as individuals.

Term of office of members: General membership, 1 year; a chairman serves 3 years--one as chairman-elect, one as chairman, and one as post-chairman.

Selection of chairman: Elected by the members of the council

Internal committees: Executive committee

Frequency of meetings: Once a month

Financial support: By contributions from community organizations

Method of operation: The council suggests tasks it should undertake and the board and/or superintendent must approve them.

Functions: Not reported

TARKIO, MISSOURI (800 est.)

Name of committee: Tarkio Citizens' Committee for the Public Schools

Year organized: 1964

Origin: Initiated by the board of education

Number of members: 15 voting, 3 ex officio

Occupational representation: School employees, housewives, professional, business, farmers, clergy

Selection of members: Each year the committee draws up a list of nominees from which the board of education makes five appointments.

Term of office of members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: Not reported

Frequency of meetings: Six times a year

Financial support: Clerical help, supplies, postage and the like are furnished by the board of education.

Method of operation: The committee selects priorities of interest, and the year's program is set up from that list.

Functions: The committee may make recommendations in any area of school operation, and the board may also ask for recommendations in any area.

Additional comments: The committee has helped mobilize support for bond issues.

(NOTE: For additional information regarding this committee, see Appendix IV, pages 42 and 43.)

LINCOLN, NEBRASKA (29,447)

Name of committee: Lincoln Citizens Advisory Committee on Schools

Year organized: 1964

Origin: Initiated by the PTA Area Council, and later recognized officially by the board of education

Number of members: 9 voting, 1 ex officio

Occupational representation: Housewives, professional, business

Selection of members: The PTA Area Council appoints all members.

Term of office for members: 2 years

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: By the PTA Area Council.

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: The committee may function in any area of interest in the field of public education.

Additional comments: The committee has conducted studies in the areas of curriculum (foreign language, guidance, physical education, extramural athletics), school lunch and school health programs, and school-community communications.

OMAHA, NEBRASKA (59,041)

Name of committee: Citizens Advisory Committee

Year organized: 1946

Origin: Initiated through the efforts of the superintendent of schools

Number of members: 146 voting in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, business, laborers, clergy, retirees, military

Selection of members: The committee is self-perpetuating.

Term of office for members: 3 years for lay members, 1 year for school staff members

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: The committee has no operating capital.

Method of operation: Items of mutual interest to the board and community are pursued.

Functions: The functions of the committee with respect to all areas is primarily one of making the citizenry aware of school operations, programs, and happenings affecting public education locally. Further communication between schools and patrons is a major objective.

TENAFLY, NEW JERSEY (3,181)

Name of committee: Adult School Advisory Committee

Year organized: About 20 years ago

Origin: Initiated by the board of education and the superintendent of schools

Number of members: 8 voting

Occupational representation: Housewives, professional, business, municipal librarian

Selection of members: The adult school director and/or the board of education appoint all members.

Term of office for members: No definite term

Selection of chairman: The adult school director serves as chairman.

Internal committees: None

Frequency of meetings: Once or twice a year; more often if necessary

Financial support: By the adult school, if any are entailed

Method of operation: The Advisory Committee advises the adult school director, is a sounding board for local concerns, and has one or two liaison persons who serve on the board of education.

Functions: Fact-finding and policy and program development in all areas of adult school operation.

VERONA, NEW JERSEY (2,751)

Name of committee: Educational Liaison Group

Year organized: 1967

Origin: Initiated by the board of education.

Number of members: Not reported

Occupational representation: School employees, housewives, professional, business

Selection of members: Each community organization selects one or more members to represent the organization on the committee.

Term of office for members: No definite term

Selection of chairman: The president of the board of education appoints a chairman for each meeting, depending on the topic.

Internal committees: Committee of the whole

Frequency of meetings: Five times a year

Financial support: The committee has no operating capital.

Method of operation: The committee suggests tasks it should undertake and the board and/or superintendent must approve them.

Functions: The Educational Liaison Group was organized as a way of receiving suggestions, of getting reactions from key citizens, and of informing the public about the schools. The primary purpose of the group is to improve communication with community groups. It has so functioned in regard to future capital improvements and maintenance needs and plans, budget, curriculum plans, and club and activity programs.

WESTFIELD, NEW JERSEY (8,539)

Name of committee: Parent-Teacher Council Salary Study Committee

Year organized: 1954

Origin: Initiated by the board of education and Parent-Teacher Council jointly

Number of members: 17 voting

Occupational representation: Housewives, professional, business

Selection of members: The president of each PTA or PTO selects one member each; the president of the Parent-Teacher Council selects two co-chairmen and three other members.

Term of office for members: 2 years

Selection of chairmen: The president of the Parent-Teacher Council selects co-chairmen.

Internal committees: Committee of the whole

Frequency of meetings: No regular schedule

Financial support: The committee has no operating capital.

Method of operation: Not reported

Functions: The committee conducts teacher salary studies and research, develops a proposed teachers salary guide, and mobilizes parent support for the recommendations.

ALBUQUERQUE, NEW MEXICO (74,097)

Name of committee: Information Exchange Group

Year organized: 1967

Origin: Initiated independently and still operating without formal board approval

Number of members: 20 in 1967-68 (number varies)

Occupational representation: Housewives, business, laborers, military

Selection of members: Each community organization selects one or more members to represent the organization on the committee.

Term of office for members: Not reported

Selection of chairman: The Executive Assistant to the Superintendent acts as moderator and selects the chairman.

Internal committees: Committee of the whole

Frequency of meetings: Twice a month

Financial support: The committee has no operating capital.

Method of operation: The Executive Assistant to the Superintendent assigns tasks to the committee.

Functions: An exchange of information takes place between the patrons and the administration, and, if necessary, fact-finding groups are organized for any and all areas of interest. At each meeting the group dictates a problem area or an area about which they would like to have more information. A resource person is then selected by the moderator for the next meeting.

BYRAM HILLS CENTRAL SCHOOL DISTRICT, NEW YORK (Armonk) (1,771)

Name of committee: Byram Hills Committee on Public Education

Year organized: 1964

Origin: Initiated by interested citizens and later recognized officially by the board of education

Number of members: 150 voting in 1967-68 (number varies), 1 ex officio

Occupational representation: School employees, housewives, professional, business

Selection of members: Membership is open to any voting resident. The membership committee solicits members who represent all areas of the district.

Term of office: Election to the executive board is for one year; membership to others based on payment of annual dues.

Selection of chairmen: Elected by the members of the committee

Internal committees: Executive board

Frequency of meetings: The committee meets three times a year; the executive board meets monthly.

Financial support: By dues from its members ($1 a year)

Method of operation: The committee suggests tasks it should undertake and the board or superintendent approves them.

Functions: In the area of finance the committee made a survey of citizen opinions, held informational meetings on the budget and state aid, and issued a pamphlet supporting the budget. A committee is now beginning work on a study in the area of elementary-school curriculum.

(NOTE: For additional information regarding this committee, see Appendix IV, pages 40 and 41.)

GREAT NECK, NEW YORK (10,339)

Name of committee: Adult Education Advisory Committee

Year organized: 1940's

Origin: Initiated by the board of education

Number of members: 23 voting

Occupational representation: 1 school employee, 10 housewives, 2 professional, 2 business, 1 military, 3 educators, 1 librarian

Selection of members: The board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: None

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The board of education or superintendent may assign tasks to the committee, or the committee may determine its own tasks independently of the board and superintendent.

Functions: The committee functions entirely in the area of adult education, advising the board on physical plant needs, budget, curriculum and program development, and school-community relations for adult education.

GREAT NECK, NEW YORK (10,339)

Name of committee: Budget Advisory Committee

Year organized: 1950

Origin: Initiated by the board of education

Number of members: 30 voting

Occupational representation: Housewives, professional, business

Selection of members: The board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the advisory committee

Internal committees: Committee of the whole

Frequency of meetings: 15 times a year on the average

Financial support: By the local school system

Method of operation: The committee determines its tasks independently of the board and superintendent.

Functions: The committee operates in the areas of finance and buildings and grounds as a fact-finding, policy and program recommending body, and serves as liaison between the public and the board in matters of school support.

GREAT NECK, NEW YORK (10,339)

Name of committee: Recreation Advisory Committee

Year organized: 1943

Origin: Initiated by the board of education

Number of members: 15 voting, 2 ex officio

Occupational representation: Housewives, professional, business, clergy

Selection of members: The board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: 5 times a year

Financial support: The committee has no operating capital.

Method of operation: The board of education gives the committee a general operational "code" and the committee determines its tasks within that "code."

Functions: The committee serves as a sounding board for public opinions related to recreation. It reviews proposed recreation budgets and recommends their disposition to the board of education. The committee also examines plans for school buildings and makes curriculum recommendations in the light of their relation to recreation.

HARRISON, NEW YORK (2,600 est.)

Name of committee: Citizens' Committee for the Harrison Schools

Year organized: 1962

Origin: Initiated by the board of education

Number of members: 50 voting, 1 ex officio

Occupational representation: School employees, housewives, professional, business

Selection of members: The board selects part of the membership; the committee itself selects the remainder.

Term of office for members: No definite term

Selection of chairman: Elected by the members of the committee

Internal committees: Subcommittees

Frequency of meetings: 4 or 5 times a year

Financial support: By the local school system

Method of operation: The committee suggests tasks it should undertake and the board must approve them.

Functions: Serves in advisory capacity in the area of curriculum, and assists in mobilizing public support for bond issues

HAUPPAUGE, NEW YORK (4,700 est.)

Name of committee: Hauppauge Citizens Advisory Committee

Year organized: 1966

Origin: Initiated by the board of education

Number of members: 24 voting in 1967-68 (number varies)

Occupational representation: Housewives, professional, business, teachers in other school districts

Selection of members: Each community organization selects one or more members who serve as individuals.

Term of office for members: 1 year

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: Mailing costs are paid by the school system; the committee has no operating capital.

Method of operation: The board may assign tasks to the committee, or the committee may determine its own tasks independently of the board.

Functions: The committee assists in building good school-community relations and in mobilizing public support for increased school funds. It functions as a fact-finding group in the areas of curriculum, census, and extended services. It has made policy recommendations regarding the census studies and extended services.

(NOTE: For additional information regarding this committee, see Appendix IV, pages 44 and 45.)

MANHASSET, NEW YORK (16,308)

Name of committee: Citizens Advisory Committee on Education

Year organized: 1946

Origin: Initiated by the superintendent of schools

Number of members: 15 voting, 1 ex officio

Occupational representation: Housewives, professional, business

Selection of members: The board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The board of education assigns tasks to the committee.

Functions: The committee has been instrumental in effecting curriculum change; its recommendations are submitted to the board, evaluated by the staff, and usually fully implemented.

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT, NEW YORK (Centereach) (8,900)

Name of committee: Middle Country School Community Relations Committee

Year organized: 1966

Origin: Initiated by the board of education

Number of members: 42 voting in 1967-68 (number varies), 10 ex officio

Occupational representation: School employees, housewives, professional, business, farmers, laborers, clergy, retirees, military

Selection of members: Each community organization selects one or more members to represent the organization on the committee.

Term of office for members: 1 year

Selection of chairman: Elected by the members of the committee

Internal committees: Executive committee

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: Mobilizing public support and informing the community on school policy and programs

BUNCOMBE COUNTY, NORTH CAROLINA (Asheville) (20,295)

Name of committee: Buncombe County Citizens Committee for Better Schools

Year organized: 1949

Origin: Initiated by the board of education

Number of members: 15 voting, 75 ex officio

Occupational representation: School employees, housewives, professional, business, farmers, laborers, clergy

Selection of members: The board of education appoints all members.

Term of office for members: 2 years

Selection of chairman: Appointed by the board of education

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The committee determines tasks it should undertake and the board and/or superintendent must approve them.

Functions: Buildings and grounds - study of school plots, and survey of buildings as to adequacy
Finance - study of school budget
Curriculum - study of present curriculum
School-community relations - meeting with community leaders
Census - study of population trends in each district
Extended services - study of county services available
Extracurricular activities - evaluation

CHARLOTTE-MECKLENBURG SCHOOL DISTRICT, NORTH CAROLINA (Charlotte) (74,913)

Name of committee: Advisory Committee on Policy Development

Year organized: 1966

Origin: Initiated by the board of education

Number of members: 12 voting, 2 ex officio

Occupational representation: Housewives, professional, business, clergy

Selection of members: The board of education appoints all members.

Term of office for members: 1 year

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The board of education assigns tasks to the committee.

Functions: Assists in policy development in all areas of the school program

GREENSBORO, NORTH CAROLINA (29,605)

Name of committee: Curriculum Study Committee

Year organized: 1958

Origin: Suggested to interested group of school patrons by the administration

Number of members: 48 voting

Occupational representation: School employees, housewives, professional, business, laborers

Selection of members: The board of education appoints all members; however, the PTA councils nominate the lay representation (about 50% of the members).

Term of office for members: 3-year staggered terms

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Minimum of twice a year; the majority of study is conducted through subcommittees who meet as need arises.

Financial support: By the local school system and contributions of the PTA

Method of operation: The board of education may assign tasks for the committee or the committee may determine its own tasks; the committee frequently seeks the advice of the administration in determining particular areas of study.

Functions: There is no restriction on the selection of problem areas for study, although there is general understanding that matters of professional know-how must be left to the teachers, whereas the committee more appropriately looks at such questions as who and what should be taught, and why.

BEACHWOOD SCHOOL DISTRICT, OHIO (Cleveland) (2,194)

Name of committee: Community Advisory Committee

Year organized: 1966

Origin: Initiated by the board of education

Number of members: 29 voting in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, business

Selection of members: Each community and PTA organization selects a representative and the board of education president appoints 7 or 8 others.

Term of office for members: No definite term

Selection of chairman: Board of education president is automatically chairman.

Internal committees: Community information committees

Frequency of meetings: Four times a year; more often if necessary

Financial support: The committee has no operating capital.

Method of operation: The program chairman and the president of the board of education define tasks to be undertaken.

Functions: The purpose of the committee is to provide a forum for development of proposed improvements to the school system and to serve as a communication link to the community at large. Toward this end, the committee devotes separate meetings each year to discussion of each of the following topics: orientation and communication; curriculum; bond issues and operating levies; and state of the schools.

(NOTE: For additional information regarding this committee, see Appendix IV, pages 49 and 50.)

COLUMBUS, OHIO (104,720)

Name of committee: Council on Intercultural Education

Year organized: 1966

Origin: Initiated by the board of education

Number of members: 25 voting, 4 ex officio

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: All members are appointed by the president of the board of education, with the advice and consent of the other members of the board.

Term of office for members: Staggered terms (length not reported)

Selection of chairman: Appointed by the president of the board of education each year, with the approval of the board

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: Cost of reproduction of reports borne by the board of education; the committee has no other operating capital.

Method of operation: Guidelines are established by the board of education, outlining tasks to be undertaken.

Functions: The council concerns itself with the improvement of educational opportunities of pupils handicapped by cultural differences and/or socio-economic deprivation.

ELYRIA, OHIO (12,000 est.)

Name of committee: Public Relations Committee

Year organized: 1966

Origin: Initiated by the superintendent and not formally recognized by the board of education

Number of members: 15 voting, 5 ex officio

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: The committee is self-perpetuating.

Term of office for members: No definite term

Selection of chairman: The superintendent is automatically chairman of the committee.

Internal committees: Committee of the whole

Frequency of meetings: No regular schedule

Financial support: The committee has no operating capital.

Method of operation: The superintendent assigns tasks to the committee.

Functions: The committee functions as an advisory group on public relations activities of the school system.

WESTLAKE, OHIO (3,089)

Name of committee: Westlake Citizens Advisory Committee

Year organized: 1957

Origin: Initiated by the board of education

Number of members: 12 voting, 1 ex officio

Occupational representation: Housewives, professional, business

Selection of members: The board of education and the advisory committee meet jointly to select new members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, subcommittees

Frequency of meetings: Once a month on the day after each board of education meeting

Financial support: By contributions from community organizations

Method of operation: The board of education assigns tasks to the committee.

Functions: In the areas of buildings and grounds, finance, curriculum, and extended services, the committee functions as a fact-finding body. In the area of finance, it assists in mobilizing public support, and it serves as a sounding board in the consideration of policies pertaining to extracurricular activities.

(NOTE: For additional information regarding this committee, see Appendix IV, page 48.)

YOUNGSTOWN, OHIO (28,494)

Name of committee: Citizens' Advisory Committee for the Youngstown Public Schools

Year organized: 1962

Origin: Initiated for tax levy campaigns, approximately 15 years ago, and became the nucleus for the permanent citizens' committee established in 1962.

Number of members: 51 voting, 2 ex officio in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: The committee is self-perpetuating.

Term of office for members: No definite term

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Once a month

Financial support: The committee has no operating capital.

Method of operation: The committee suggests tasks it should undertake and the board and/or superintendent must approve them.

Functions: The work of the committee is primarily in the area of liaison between the schools, the community-at-large, and community, state, and national organizations.

EUGENE, OREGON (20,023)

Name of committee: Lay Advisory Executive Committee

Functions: Coordinates the work of lay advisory committees assigned by the board of education to to work on specific problems. Number of committees varies each year according to the problems needing study. The following committees are operating in 1967-68: Long Range Building Plan, School Building Committee, Finance Committee, Public Understanding Committee, Committee for Promotion of Special Issues.

Year organized: 1962

Origin: Initiated by the board of education

Number of members: 15 members on Executive Committee (all voting)

Occupational representation: Housewives, professional, business, farmers, clergy

Selection of members: Lay Advisory Executive Committee members are appointed by the board of education; members of individual lay advisory committees are recommended by the Executive Committee. Any citizen of the district may volunteer for a committee.

Term of office for members: 1 year (many are reappointed for several years)

Selection of chairmen: Executive Committee chairman is appointed by the board of education; each committee is headed by a member of the Executive Committee.

Frequency of meetings: As needed

Financial support: The committees have no operating capital.

Method of operation: The board of education, executive committee, superintendent, or the individual committees themselves may suggest tasks they should undertake. The official assignment of tasks is by the board of education.

NORTH HILLS SCHOOL DISTRICT, PENNSYLVANIA (Pittsburgh) (7,563)

Name of committee: North Hills Schools Educational Advisory Committee

Year organized: 1963

Origin: The advisory committee was initiated by the superintendent as a separate group, but later was attached to the Secondary School Council. Although so attached, the committee functions at all levels, K-12, and has formal board recognition.

Number of members: 25 voting, 1 ex officio

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: The superintendent appoints members from the school staff and the committee selects the remainder of its membership.

Term of office for members: 3 years

Selection of chairman: Selected by the chairman and executive board of the Secondary School Council

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Once a month; more often if necessary

Financial support: The committee has no operating capital.

Method of operation: The superintendent assigns tasks to the committee.

Functions: The committee has studied the implications of a recent change in grade organization from K-6-3-3 to K-6-2-2-2. It also has initiated a monthly newsletter to residents, each issue focusing on a particular phase of the educational program.

PHILADELPHIA, PENNSYLVANIA (276,347)

Name of committee: Citizens Advisory Committee to the Superintendent on Integration and Intergroup Education

Year organized: 1965

Origin: Initiated by the board of education

Number of members: 35 voting, 1 ex officio

Occupational representation: School employees, housewives, professional, business, clergy

Selection of members: The president of the board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Once a month

Financial support: The committee has no operating capital.

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: The committee functions as a fact-finding group and assists in policy development in the areas of buildings and grounds, curriculum, school-community relations, and school district reorganization. In the area of finance, it assists in mobilizing public support.

PITTSBURGH, PENNSYLVANIA (77,789)

Name of committee: Pittsburgh Council on Public Education

Year organized: Not reported

Origin: Initiated through the efforts of the superintendent and several interested citizens, and still operating without formal board recognition

Number of members: 250 voting

Occupational representation: School employees, housewives, professional, business, labor representatives, clergy, retirees, college faculty

Selection of members: The council is self-perpetuating.

Term of office for members: 1 year

Selection of chairman: Elected by the members of the council

Internal committees: Executive committee, subcommittees, and special committees

Frequency of meetings: Once a month

Financial support: By dues from its members, and by contributions from community organizations, foundations, and interested individuals

Method of operation: The council determines its own tasks independently of the board and superintendent.

Functions: The council acts as a fact-finding body to initiate political action for school financial support. It also mobilizes public support for proposed school district reorganization.

MITCHELL, SOUTH DAKOTA (2,800 est.)

Name of committee: Women's Advisory Committee

Year organized: 1919

Origin: Initiated by the board of education

Number of members: 5 voting, 1 ex officio

Occupational representation: Housewives

Selection of members: The committee itself and interested citizens recommend membership to the board of education for final approval.

Term of office for members: 5 years

Selection of chairman: Elected by the members of the advisory committee

Internal committees: Committee of the whole

Frequency of meetings: Once a month

Financial support: By the local school system

Method of operation: The committee suggests tasks it should undertake and the board and/or superintendent must approve them.

Functions: Promotes beautification for school buildings and aids in color selection
Mobilizes public support for increases in school funds at both local and state levels
Recommends curriculum areas for staff study
Disseminates information on school programs to community and acts as feedback to the administration
Mobilizes public support in the areas of extracurricular activities and school district reorganization

METROPOLITAN SCHOOL SYSTEM, NASHVILLE, TENNESSEE (91,196)

Name of committee: Citizens Committee for Better Schools

Year organized: Not reported

Origin: Initiated independently and still operating without formal board recognition

Number of members: Approximately 100 voting in 1967-68 (number varies)

Occupational representation: School employees, housewives, professional, business, laborers, clergy

Selection of members: Any interested citizen who pays membership dues

Term of office for members: No definite term

Selection of chairman: Elected by the members of the committee

Internal committees: Executive committee, subcommittees

Frequency of meetings: 4 times a year

Financial support: By dues from its members

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: Mobilizing public support for education programs and coordinating activities among community agencies interested in education are the main functions of the committee.

FAIRFAX COUNTY, VIRGINIA (Fairfax) (101,848)

Name of committee: Citizen's Advisory Committee for Curriculum Study

Year organized: 1965

Origin: Initiated by the board of education

Number of members: 21 voting

Occupational representation: 8 housewives, 12 professional, 1 business

Selection of members: The board of education appoints all members (nominations presented by civic groups).

Term of office for members: No definite term

Selection of chairman: Elected by the members of the committee

Internal committees: Subcommittees in curriculum areas

Frequency of meetings: No regular schedule

Financial support: The committee has no operating capital.

Method of operation: The board of education assigns tasks to the committee.

Functions: The committee functions in the area of curriculum--fact finding, delineating objectives, mobilizing public support, and representing the community point-of-view.

Additional comments: The committee has instituted a survey of elementary social studies teachers, a research project on elementary foreign language instruction, and an evaluation of the English program.

HENRICO COUNTY, VIRGINIA (Richmond) (30,355)

Name of committee: Lay Advisory Committee to the Henrico School Board

Year organized: 1959

Origin: Initiated by the board of education

Number of members: 42 voting, 5 ex officio

Occupational representation: Not reported

Selection of members: Each PTA appoints a person to represent its community.

Term of office for members: 2 years

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, subcommittees as needed

Frequency of meetings: Once a month

Financial support: By contributions from each PTA ($1 a year)

Method of operation: The board of education may assign tasks to the committee, or the committee may suggest tasks it should undertake and the board must approve them.

Functions: In general, the committee serves as medium for interpretation of school board policy to the community and in return serves as transmitter of community reaction. It may also make suggestions in the area of buildings and grounds, curriculum, extended services, and extracurricular activities. It is active in mobilizing public support for bond issues.

SHORELINE SCHOOL DISTRICT, WASHINGTON (Seattle) (16,071)

Name of committee: Citizens Advisory Committee to the Shoreline School Board

Year organized: 1959

Origin: Initiated by the board of education

Number of members: 450 voting in 1967-68 (number varies), 1 ex officio

Occupational representation: School employees, housewives, professional, business, laborers, clergy, retirees

Selection of members: Each community organization selects one or more members to represent the organization on the committee. Membership is also open to the community at large--anyone who attends a meeting becomes a member.

Term of office for members: Not reported

Selection of chairman: Elected by the members of the committee

Internal committees: Committee of the whole, executive committee, subcommittees

Frequency of meetings: Last Thursday of each month during the school year

Financial support: By contributions from community organizations

Method of operation: The board of education or the superintendent may assign tasks to the committee, or the committee may suggest tasks it should undertake and the board of education must approve them.

Functions: Facting-finding in the areas of buildings and grounds, school-community relations, extended services, and extracurricular activities
Mobilization of public support and financing publicity for school millage elections
Development of policy and programs in the area of curriculum

NICOLET HIGH SCHOOL DISTRICT, WISCONSIN (Milwaukee) (1,500 est.)

Name of committee: Parents Advisory Committee

Year organized: 1957

Origin: Initiated by the school administration

Number of members: 12 voting, 1 ex officio

Occupational representation: Housewives, professional, business

Selection of members: The board of education appoints all members.

Term of office for members: 3 years

Selection of chairman: Elected by the members of the committee

Internal committees: None reported

Frequency of meetings: Once a month

Financial support: The committee has no operating capital.

Method of operation: The committee determines its own tasks independently of the board and superintendent.

Functions: Provides programs to inform parents about school activities and suggest policies in the area of curriculum

Additional comments: Committee has worked to establish standards of student behavior and has formulated a policy for instruction in controversial issues.

APPENDIX I

PROFESSIONAL LAY ADVISORY COMMITTEES

(Figure in parenthesis beside the name of each school system is fall 1966 enrollment)

MONTGOMERY COUNTY, MARYLAND (Rockville) (106,281)

Name of committee: Medical Advisory Committee

Year organized: 1963

Origin: Initiated by the board of education

Membership: 6-10 nominees from the Medical Society, representing the various medical specialties
2-4 nominees from the Dental Society
1 member of the board of education
County Health Officer
2 nominees from the County Health Department
Supervisor of Health Education for the board (member and secretary of committee)
6 members of the school staff
Such other persons as the board may deem desirable

Selection of members: Appointed by the board of education

Function: To analyze the medical and dental needs of the school system, to propose possible solutions to problems, and to develop a mutual understanding between various county agencies in areas involving medical and dental requirements

PRINCE GEORGE'S COUNTY, MARYLAND (Upper Marlboro) (108,044)

Name of committee: County Medical Society School Health Program Advisory Committee

Year organized: 1952

Origin: Initiated by the board of education

Number of members: 4-8 from various medical disciplines

Selection of members: Appointed by the Medical Society

Function: To advise the board of education when dealing with a problem of medical nature. The committee meets only upon request of the board of education.

PRINCE GEORGE'S COUNTY, MARYLAND (Upper Marlboro) (108,044)

Name of committee: Dental Health Advisory Committee

Year organized: 1957

Origin: Initiated jointly by the board of education and the County Dental Society

Membership: Dentists and dental hygienists from the County Health Department
4-6 dentists in private practice (appointed by the County Dental Society)
County Health Officer
County PTA Council Health Chairman
Supervisor of Health Education and Health Services of the board of education

Selection of members: Each participating group appoints its representatives.

Method of operation: The committee suggests tasks it should undertake, subject to the approval of the board of education and/or superintendent.

Function: To coordinate the school dental program

TRENTON, MICHIGAN (6,200 est.)

Name of committee: Health Advisory Committee

Year organized: 1964

Origin: Initiated by interested citizens and later recognized officially by the board of education

Number of members: 6 voting, 1 ex officio

Occupational representation: School employees, professional

Selection of members: The superintendent appoints all members.

Selection of chairman: Appointed by the superintendent

Frequency of meetings: Once a month

Financing: The committee has no operating capital.

Method of operation: The superintendent assigns tasks to the committee.

Function: To assist schools in recommending health policies

MILWAUKEE, WISCONSIN (122,495)

Name of committee: Building and Sites Development Commission (formerly, The Five Year Building and Future Sites Commission)

Year organized: 1916

Origin: Initiated by the board of education

Number of members: Board of education's building committee--5 members
Milwaukee County Park Commission--General Manager of County Parks and the County Landscape Architect
Department of City Development--Planner, City Real Estate Agent, and Assistant City Real Estate Agent
Southeastern Wisconsin Regional Planning Commission staff member
Bureau of City Engineers--Engineer in charge of Division
Milwaukee Capital Improvements Committee--Program Coordinator
Milwaukee School Board staff--9 members

Selection of members: Appointed by the superintendent

Selection of chairman: The Executive Director of Budget Control for the school system is chairman.

Financial support: By the local school system

Method of operation: The superintendent assigns tasks to the committee.

Functions: The Commission acts as a coordinating group to see that school planning conforms to over-all city and county plans for metropolitan development.

Additional comments: Meetings are held during regular working hours, and the commission members do not receive any additional compensation for serving on the commission. Since the question of school building and site planning is of interest to all participating governmental agencies, they cooperate freely. All committee members are either city or school employees and serve in those capacities.

APPENDIX II

PERMANENT CITIZENS ADVISORY COMMITTEES WHICH HAVE BEEN DISSOLVED

(Figure in parenthesis beside the name of each school system is fall 1966 enrollment)

La Mesa-Spring Valley School District, California (La Mesa) (13,654)

At one time there was an active and productive citizens advisory committee in the district. After many years of operation, and following a time of conflict, the board of education dropped the affiliation. The group no longer exists.

Washington, D. C. (143,505)

With the appointment of a new superintendent late in 1967, the Citizens Advisory Committee, which had been in operation for three years, voted itself out of existence. Since it had been the policy for the committee to meet at the request of the superintendent, the committee decided to allow the new superintendent to decide if he wanted a committee and how it would be constituted.

Downers Grove, Illinois--Elementary and High School Districts (7,972)

The district-wide, continuing citizens advisory committee was dissolved in 1967.

Fisher, Illinois (800 est.)

An information memo, published by the Research Division of the National Education Association in 1954, reported a permanent Agriculture Advisory Council composed of nine representatives of farming interests in the Fisher community. The district's reply to the ERS questionnaire indicates that this committee has been dissolved.

Battle Creek, Michigan (11,460)

The above-mentioned Research Division memo reported that the superintendent of schools had organized a 20-member permanent Citizens Committee on School Problems. The reply received from Battle Creek on the ERS questionnaire indicates that this committee has been dissolved.

Wilson Borough School District, Pennsylvania (Easton) (3,000 est.)

"Some time ago" a district-wide, continuing citizens advisory committee operated in the district, but "the school board was unhappy about it." It no longer functions.

Tenafly, New Jersey (3,181)

The NEA Research Division information memo of 1954 lists for Tenafly the Lay Advisory Council of Tenafly High School, a 28-member council to study the curriculum. The questionnaire reply received from the school system indicates the only district-wide, continuing lay advisory committee in the district is the adult school advisory committee reported on page 18 of this Circular.

A P P E N D I X III

SCHOOL SYSTEMS WITH TEMPORARY CITIZENS ADVISORY COMMITTEES

(Figure in parenthesis beside the name of each school system is fall 1966 enrollment)

The following school systems reported that they now utilize, or have utilized in recent years, temporary citizens advisory committees for special purposes:

Birmingham, Alabama (city schools) (69,942)

Tucson, Arizona (48,841)
A "Committee of 100" operated from 1965 to 1967 to produce an in-depth study of the schools.

Long Beach, California (73,154)

Oakland, California (64,364)

Richmond, California (43,307)

Denver, Colorado (96,260)
The Special Study Committee on Equality of Educational Opportunity (1962) and the Advisory Council on Equality of Educational Opportunity (1966) have completed final reports and disbanded.

Jefferson County, Colorado (Lakewood) (51,396)

Westport, Connecticut (6,966)

Highland Park School District 108, Illinois (Highland Park) (3,516)

Lincolnwood, Illinois (2,080)

Wichita, Kansas (69,774)

Brookline, Massachusetts (6,836)
At the present time, a Citizens Advisory Committee on Family Living and Sex Education is in operation, and a Citizens Advisory Committee on Student Evaluation is being considered.

Birmingham, Michigan (17,275)

Duluth, Minnesota (22,084)

Billings, Montana (16,283)

Clark County, Nevada (Las Vegas) (57,844)
The Integration Committee, organized in 1966, and "numerous other committees" are operating in the district.

Great Neck, New York (10,339)
The Capital Projects Advisory Committee, 1967-68, is studying renovation and new construction of school buildings in the district.

North Syracuse, New York (11,687)
The Space Planning Committee, organized in 1966, and committees on Transportation and Finance are currently in operation.

Yonkers, New York (28,494)

Springfield Township, Pennsylvania (Springfield) (4,097)
The Citizens Tax Advisory Committee, the Citizens Insurance Advisory Committee, and the Citizens Site Advisory Committee have, in the past, been appointed by the board of education.

Lubbock, Texas (33,399)

Spokane, Washington (34,274)

Alexandria, Virginia (15,813)
Committees on the ESEA Act, Adult Education, Vocational Education, and Rehabilitation now operate in the district.

Racine, Wisconsin (27,277)
Committees on Title I Programs and Title III Projects now operate in the district.

APPENDIX IV

SAMPLE CONSTITUTIONS, BY-LAWS, AND GUIDELINES FOR CITIZENS ADVISORY COMMITTEES

FREMONT, CALIFORNIA

Policies and Procedures for Citizens Advisory Executive Committee

1. If executive committee members cannot attend a meeting, they shall let the Coordinator of Publications know so that the meeting can be cancelled if there will be no quorum present.

2. Formal action by the board is needed whenever a subcommittee is to be formed. The board will present a "charge" to the executive committee and set a time limit for completion. If topics for study originate from members of the community or executive committee, the executive committee can present recommendation (for or against study) to board for consideration.

3. Procedure for submitting reports to the board:

   After the executive committee has approved a report, all necessary information shall be sent to the board prior to the meeting at which it shall be considered. The subcommittee chairman (or his representative) should be present at the board meeting to give a brief oral résumé of the report and to answer any questions from the board. If the board refers the report to staff for study, then the executive committee should be notified when it comes back from staff for action. The board may act quickly on some recommendations, and others will have need of further thought and referral to staff. After evaluating current practices and deficiencies, then a list of priorities can be established within the budget. Best time to present reports is in the fall or middle of the year. Spring agendas are always crowded. Executive committees will be receptive to suggestions from staff and board regarding "timing" of reports during the year.

4. In joint agreement with the school board, representatives of the school board and Citizens Advisory Executive Committee will attend each other's regular meetings on a rotating basis.

5. School board agendas and minutes shall be mailed to all executive committee members.

6. Minutes of executive committee meetings shall be mailed to all school board members.

7. Duties of a liaison to a subcommittee:

   a. To be sure that the "charge" is presented as developed by the board and executive committee. To be sure the subcommittee understands the charge and follows through on it.
   b. To report to the executive committee on progress of the subcommittee and any requests from it.
   c. To assume responsibility of getting the subcommittee started and replacing members when necessary.
   d. To attend all subcommittee meetings.

8. Spouses of school employees and board members may serve on subcommittees if they do not compose a disproportionate number.

9. Nonresidents of Fremont Unified School District may serve on a subcommittee if they do not compose a disproportionate number. (NOTE: Subcommittees may need the advice and assistance of Fremont businessmen who do not reside in Fremont.)

FREMONT, CALIFORNIA

Citizens Advisory Executive Committee By-Laws

Article I - Name

The name of this group is the Fremont Unified School District Citizens Advisory Executive Committee, hereafter referred to as the "committee."

Article II - Purpose

Section 1. The purpose of the committee is to serve in an advisory and recommending capacity to the board of education. The committee shall study specific areas of the education process with the approval of the board in its program of evaluating, appraising, and planning for the long-range development and further improvement of education in the Fremont Unified School District.

Section 2. The committee shall provide the board of education with an organized community sounding board.

Section 3. The committee shall provide channels by which the board of education can be made aware of issues within the community that might affect the schools.

Section 4. The committee may recommend methods for resolving school problems.

Section 5. The committee shall promote understanding of the public schools.

Section 6. The committee shall provide a means for the community's citizens to help in school improvement.

Section 7. The committee shall not have the power to implement school policy or procedure but may make recommendations to the board of education on such policies and procedures.

Article III - Membership

Section 1. The committee shall be comprised of nine members.

Section 2. These members will be appointed to the committee by the board of education.

Section 3. Membership to the committee shall be selected from residents of the Fremont Unified School District. Term of service, duties, and procedures shall conform to board policy.

Section 4. The first committee shall be divided by lot into three classes, one-third (1/3) of the total number of such committee members to belong to each of such classes. The term of office of committee members of the first class shall expire at the June meeting of 1965; that of the committee members of the second class at the June meeting of 1966; and that of the committee members of the third class at the June meeting of 1967. At the June meeting of 1965 and at succeeding June meetings, committee membership shall be appointed by the board for terms of three years to succeed those whose terms expire.

Section 5. In the event a vacancy or vacancies shall occur on the committee for any reason other than the expiration of a regular term, such vacancy or vacancies shall be filled by the board of education, and the person or persons appointed shall serve the balance of the unexpired term.

Section 6. Any committee member missing three consecutive meetings is subject to dismissal.

(Continued)

Article IV - Officers

Section 1. The officers of this committee shall be a chairman, vice-chairman, and secretary. Officers shall be elected by the committee from among their membership at the last meeting in June.

Section 2. The term of office shall be one year, beginning July 1.

Section 3. Each of said officers shall have the authority and duties customarily associated with his office together with such authority and duties as shall be delegated by the members without limiting the generality of the foregoing:

1. The chairman shall preside over all meetings of the members and shall exercise such other powers as provided for in these by-laws.
2. The vice-chairman, in the absence or inability of the chairman, shall exercise all authority and perform all duties granted to the chairman in these by-laws.
3. The secretary shall keep a record of all proceedings of the committee and of the members, shall serve all notices required by these by-laws, shall maintain appropriate records of membership in the committee, and shall exercise such other powers provided for in these by-laws.
4. In the event that a vacancy or vacancies occur in any office during the regular term of office, such vacancy or vacancies shall be filled by the committee and the person or persons appointed shall hold office until the expiration of the then current term.

Article V - Meetings

Section 1. All meetings shall be held at such places and times designated by the chairman, not less than once a month.

Section 2. Special meetings of the members for any purpose may be called at any time by the chairman or the superintendent of schools.

Section 3. A quorum shall consist of five members.

Article VI - Subcommittees

Section 1. The committee shall appoint any subcommittee necessary to fulfill the obligations and responsibilities of the committee.

Section 2. Each subcommittee shall have as a liaison officer a member of the committee.

Section 3. The subcommittees shall be responsible to the committee and shall report all of their findings to the committee.

Section 4. The chairman of the subcommittee shall be appointed by the chairman of the committee subject to the approval of the committee.

Section 5. Each subcommittee shall be subject to review each July.

Article VII - Miscellaneous

Section 1. The records of this committee shall consist of its by-laws and amendments thereto, minutes of all meetings of the committee and subcommittees, the register of members to the committee and of the subcommittees, and such other records as shall be designated from time to time by the committee.

Section 2. These by-laws may be amended or repealed or new by-laws may be adopted at any regular meeting of the committee by a two-thirds (2/3) vote of the entire membership of the committee.

Section 3. The board of education shall have the right to veto any amendments to the by-laws, or any actions contrary to board policy.

BYRAM HILLS, NEW YORK

Constitution and By-Laws
of the
Byram Hills Committee on Public Education

Preamble:

The people of the State of New York have established in their constitution that "the Legislature shall provide for the maintenance and support of a system of free common schools, wherein the children of this State may be educated." The board of education of the Byram Hills Central School District is the local authority designated by the State to provide for the maintenance and support of this system of public schools within this district, subject to the laws of the State. No unofficial body may infringe on the prerogatives or the responsibilities of the board of education. However, it is not only appropriate but imperative that the people of the district have an active interest in helping, through study and planning, to meet the problems and carry out the programs of the district public school system as well as the State as a whole.

Article 1. Name

The name of this organization shall be the Byram Hills Committee on Public Education.

Article 2. Purpose and Objective

1. The Byram Hills Committee on Public Education shall be an independent, nonpartisan committee of citizens representative of the entire school district organized for the purpose of:

   Assisting the community to understand and support its system of public education; interpreting the needs and wishes of the community to the board of education and its administrative officials; helping to organize the resources of the community to encourage and support immediate and long range planning to provide the best educational opportunities, personnel, and facilities for the children of the district.

2. It shall seek to accomplish these objectives by:

   a. Holding open meetings to provide an orderly forum for the presentation and discussion of all points of view on educational matters.

   b. Conducting independent and impartial studies of the problems of the educational system and the taxpayers of the district utilizing existing and new research.

   c. Making reports and recommendations based on such studies to the board of education, the administration, and the community.

   d. Stimulating interest in education among the citizens by providing them with factual and impartial information and encouraging their participation in the affairs of the public schools.

3. No commercial enterprise and no candidate for public office shall be endorsed by the committee.

Article 3. Membership and Dues

Any person who accepts the purpose and supports the objectives of this committee may become a member. Application shall be directed to the corresponding secretary and membership shall become effective on notification by the secretary. Dues shall be one dollar ($1.00) per year payable at the time of application for membership and, thereafter, at the time of the annual meeting.

Article 4. Officers

Section I. The officers of the committee shall be chairman, vice-chairman, recording secretary, corresponding secretary, and treasurer. Officers shall be elected for a term of one year by a plurality vote at the annual meeting and shall take office at the end of the annual meeting.

Section II. A nominating committee consisting of five members, one appointed by the chairman, two by the executive committee, and two elected by the meeting prior to the annual meeting shall present nominee(s) for each office. Nominations may be made from the floor at the annual meeting also. Vacancies occurring during any term shall be filled by the chairman with the concurrence of the executive board. Officers shall be limited to two (2) consecutive terms in any one office.

(Continued)

Article 5. Duties of Officers

Chairman: Preside at all meetings of the committee and executive board and perform such other duties as may be prescribed by these by-laws or be assigned to him by the organization or executive board.

Vice-chairman: Exercise all the powers and perform the duties of the chairman in his absence and such other duties as prescribed by the chairman:

Recording Secretary: Keep a record of proceedings of the committee and the executive board.

Corresponding Secretary: Keep a list of the membership, notify new members of their effective date of membership and give notice of all executive, regular, and special meetings.

Treasurer: Receive all monies of the committee; keep an accurate record of receipts and expenditures; present a statement of account at every meeting of the association and at other times when requested by the executive board, and make a full report at the annual meeting.

Article 6. Executive Board

The executive board shall consist of the chairman, vice-chairman, both secretaries, treasurer, immediate past chairman and vice-chairman, and the chairmen of all active committees. A quorum shall be a majority of members of the executive board. Duties of the board shall be:

a. Transact the necessary business as expressed at regular meetings.
b. Institute areas of study and approve plans for the work of the committees.
c. Present a report at the general meetings.
d. Approve routine expenditures in the transaction of business.
e. Appoint committee chairman and aid the appointees in securing members of their committees.

Article 7. Committees and Duties

Duly appointed committees shall carry out such studies and submit such reports as are required to enable the executive board to stay abreast of progress within the committee. Reports shall be made by the chairman of the committee. Such activities and reports as may be made public shall be first approved by the executive board. All copies of correspondence relating to committee activities shall be the property of the Byram Hills Committee on Public Education.

Article 8. Meetings

At least three general meetings of the committee shall be held during each year. The April meeting shall be designated as the annual meeting. Additional meetings may be called by the executive board, and shall be called at the written request of twenty-five members. Notification of the membership for the annual meeting shall include the report of the nominating committee. Each member shall be eligible to vote at all general meetings. A quorum shall consist of not less than 15% but, in no case, less than 25 members. Notice of the annual meeting shall be sent out to the membership at least thirty days in advance of the date of the meeting.

At any general meeting, a discussion period of 15 minutes, or longer, at the discretion of the chairman, shall be provided upon the request of any member. The chairman may require submission of questions in writing and may limit the time allowed each participant.

Any member may introduce new matter to a future calendar of the assembly by filing a proposed written resolution with the executive committee.

Article 9. Amendment of Constitution and By-Laws

Proposals for amendment must be presented at a regular meeting and voted upon at the next regular meeting, providing notice in writing has been sent to each member of the committee at least 30 days before the date of the meeting scheduled for the vote. Approval shall be by a two-thirds vote of the membership present.

Article 10. Rules

The committee shall be governed by Robert's Rules of Order Revised in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

TARKIO, MISSOURI

Tarkio Citizens' Committee for the Public Schools

Purpose: To improve the educational opportunities of children, youth, and adults of the district by acting as a special advisory group to the board of education through the school administration to:

1. Study the problems of public education which are a proper concern of lay and professional people, and report findings to the board of education or those designated by the board.

2. Promote two-way communication between the public and the board and employees of the school district.

3. Facilitate cooperation in educational affairs between the schools and the organizations and institutions of the district; to extend the use of community resources by the schools; and to promote the proper use of the schools, their staffs, and facilities by the people of the district.

4. Act only on proposals believed to develop more useful citizens and enrich the lives of all people in the community.

Board Status: The board of education is the legally constituted authority over the public schools of the district. It cannot legally surrender any of its powers and responsibilities.

Committee Tenure: The citizens' committee herein created and any committees affiliated with it shall continue as school-sponsored bodies until the committee is dissolved by a majority vote of the members of the board of education.

Field of Committee: Since the public schools exist only for public education, the committee will concern itself only with the education of the public through the public schools and with matters directly related to it. The committee and its affiliated committees are primarily study and planning committees, advisory to the board and its employees.

Membership in the Committee:

1. The charter members, 15 in number, of the citizens' committee shall be named by the board of education.

2. No person recommended for membership in the citizens' committee is to be considered the representative or spokesman of any particular organization in the district but should have contacts with a variety of organizations so that the members of the committee have means of first-hand communication with a great many organizations.

3. The terms of the original members of the citizens' committee shall be for one year. At the end of the first year, April 1965, equal numbers of the members will draw lots for terms of one, two, and three years in order to provide a systematic rotation of members.

4. The citizens' committee is to nominate three persons for each vacancy, and election is to be made by the board of education each year.

5. The superintendent of schools shall be an ex officio member of the committee and act as liaison for board and committee.

Relationships of the Citizens' Committee:

To the board of education: The board may submit to the citizens' committee proposals regarding school policies to which the committee is expected to react in oral or written reports to the board.

To the public:

1. The committee herein provided is not to be regarded as a substitute for other forms of public participation in school affairs, but as a means of insuring more systematic, representative, and responsible public participation.

(Continued)

2. Each committee member is expected to do what he can to learn the ideas and attitudes about the schools of his associates in the district, and to pass on to these associates information about the schools.

3. Publicity regarding the citizens' committee dispensed through the press, the radio, printed and mimeographed statements, and other formal means of communication with the public shall be arranged by the board of education or its executive officer, the superintendent of schools.

4. The board of education may request the citizens' committee to designate individual members or groups of members to assist in publicizing and promoting in the district policies and proposals which have the joint approval of the committee and the board.

Organization: The citizens' committee is to organize itself in its own way, determine the frequency of its meetings, conduct these meetings as desired, and work upon the problems it considers significant.

By-Laws

Officers shall be a chairman, vice chairman, and secretary, elected by the members of the committee for one-year terms. These officers shall together constitute the executive committee.

Regular meetings of the citizens' committee will be held on the 2nd Monday of each month of the school year, except December and May, at the high school from 7:30 to 9:00 P.M. Special meetings may be held or regular meetings may be cancelled by the executive committee or by vote of two-thirds of those present at regular meetings.

1. Discussion aimed at arriving at a consensus of the members shall be the prevailing procedure in the meetings. Parliamentary procedures will be used when it is the judgment of the group that a decision should be recorded or transmitted.

2. Meetings of the committee and its affiliated committees are open to nonmembers by invitation of the committee.

3. The executive committee and the superintendent of schools have the responsibility of submitting to the citizens' committee proposals for meeting agenda for as many meetings in advance as it can feasibly plan.

4. The last regular meeting of each year shall be devoted to evaluating the work of the citizens' committee and its affiliated committees, to planning the work of these committees for the coming year, and to nominating replacements for members whose terms expire.

5. Minutes of each meeting will be sent by the secretary to each committee and board of education member.

Loss of Membership: Members of the committee who fail to attend three consecutive meetings without reasons satisfactory to the committee shall lose their memberships in the committee.

Responsibilities of Committee Members:

1. Each member of a committee is expected to study carefully any problem before the committee before committing himself to a final conclusion about it.

2. Members of a committee will extend to fellow members the courtesy they themselves will expect of not reporting outside of committee meetings opinions expressed and stands taken by individual committee members.

3. The committee recognizes the need of professional knowledge and assistance and will make use of consultants from within and without the staff of local schools.

HAUPPAUGE, NEW YORK

Hauppauge Citizens Advisory Committee

Statement of Purpose

The Hauppauge Citizens Advisory Committee is established for the purpose of assisting the Hauppauge School District in the improvement of educational programs and policies, investigating school problems, developing suggested solutions and recommendations concerning objectives, programs, facilities, and operations that may lead to appropriate community action.

The committee's activities may be classified under four broad categories:

1. Fact-finding
2. Assisting in development of policy and program
3. Serving as a channel of communication between the school and the community to create an informed citizenry
4. Mobilizing public support for programs and policies beneficial to the school community

Organization

It shall be known as the Citizens Advisory Committee.

It shall be made up of the residents and taxpayers of Union Free School District No. 6.

The members to the permanent committee will consist of two (2) representatives from each of the established, recognized civic associations, two (2) representatives from the elementary PTA, and two (2) representatives from the high school PTA.

Two additional seats for at-large members of the community with one (1) vote each.

Each organization will have one (1) vote.

The permanent committee will consist of the following offices:
Chairman
Vice-Chairman
Corresponding and Publicity Secretary
Recording Secretary

The offices will be held for a period of one year.

The offices are to be occupied by members of the permanent committee.

No organization can hold more than one (1) office in the same year.

No organization can hold the same office for two (2) consecutive years.

Regular meetings will be held on the third Monday of each month at 8:00 p.m. normally in the board room of the jr./sr. high school. Special meetings will be scheduled as required.

At the regular September meeting of each year there will be nominations and elections of officers for the coming year.

In addition, there will be temporary subcommittees.

The officer of the subcommittee(s) will be appointed by the chairman of the Citizens Advisory Committee.

The members of the subcommittee(s) may consist of the permanent committee representative or any resident of the school district whose abilities or services could be beneficial to the project.

The subcommittee(s) shall function until the completion of its project.

(Continued)

Method of Operation

A. Preliminary

The school board, administration, and/or community in its charge to the Citizens Advisory Committee must define the explicit problem that exists and provide preliminary information.

The Citizens Advisory Committee shall determine the scope required to arrive at a recommendation and the outside date the recommendation must be arrived at.

B. Operation

1. Review of Problem by C.A.C.

Does the problem merit consideration by C.A.C.?
Do the members of the C.A.C. feel they can contribute to a solution?
Is the time interval adequate to complete the study?

or

Is it in the province of the school board, administration, or professional review (under contract)?

2. Developing the Problem by C.A.C.

What has to be done (i.e. areas to be investigated)?
What degree of professionalism is required from the community?
Does the problem lend itself to C.A.C. action in totality, or should subcommittees be established?
How many and what facets of the problem require subcommittee work?
How many subcommittees are required (appoint same with details of areas of responsibility)?

3. Gather Pertinent Data from All Sources

Board, administration, and/or community
Supervisory and other districts
County, state, and federal sources
Other (professional groups, societies, etc.)

4. Action Required for Recommendation

Analyze all data as pertains to problem at subcommittee level and committee level
Develop tentative recommendations and/or alternatives
Obtain majority opinions of C.A.C. membership
Present problem, findings, recommendations to various groups being represented by C.A.C. members
Obtain, in writing if possible, the comments, opinions, further suggestions from the community groups
Present above to membership of C.A.C.
Discuss merits of suggestions from community
Accept or reject suggestions on a majority vote of C.A.C.
Present if necessary written formal finalized solution to school board and administration
Request written statement from school authorities regarding their acceptance or rejection, with supporting comments
Joint written release to press, community, and participating groups

C. Amendments to Charter

Amendments to the above method of operation and statement of purpose may be made by two-thirds (2/3) vote of the permanent membership of the C.A.C. at any regular meeting. Prior notice of intent to the membership must be provided.

ESCAMBIA COUNTY, FLORIDA

Escambia Education Advisory Committee Constitution

Article I - Purpose

The purpose of the Escambia Education Advisory Committee is to improve the public schools of Escambia County, Florida. This is a nonpartisan, fact-finding committee formed to make recommendations to public officials or to take other concerted action as may be deemed appropriate on matters affecting education in this county.

Article II - Membership

Section 1. The membership of the committee shall consist of representatives of the following groups and organizations, together with representatives of such additional groups and organizations as may be chosen as hereinafter provided in the two following categories:

Active Voting Members

Escambia Education Association-Executive Board
Pensacola Junior Chamber of Commerce-Board
American Association of University Women-Board
Escambia County Council of PTA's-Board
Pensacola Chamber of Commerce
Industrial Management Association
Pensacola Federation of Labor
United Church Women
Escambia-Santa Rosa Council of PTA
Pensacola Junior Woman's Club
Pensacola Board of Realtors
Tri-City Chamber of Commerce

Associate Non-voting Members

League of Women Voters
Junior Service League of Pensacola

Section 2. Each active voting member organization or group will have only one vote. Each group or organization shall designate two (2) representatives to attend all meetings, and shall designate one of said representatives to have primary voting authority for that organization or group.

Section 3. Associate non-voting member groups or organizations shall have all the rights, duties, responsibilities, and obligations of regular voting member groups or organizations, except that they shall not be entitled to vote and shall not be listed as voting members or members of this committee in any announcement, advertisement, proclamation, or resolution which takes position requiring the vote of this committee, or makes a recommendation requiring a vote of this committee. Any member group or organization which cannot, by a vote of its local membership or board of directors, authorize its representative to cast a vote in this committee will be required, because of that inability, to be an associate non-voting member.

Section 4. Other groups and organizations may be invited to become members of this committee and furnish representatives upon resolution duly adopted by the affirmative vote of at least 2/3 of the members present at any regular or special meeting of this committee.

Section 5. Any member of the committee may be removed from membership upon resolution duly adopted by the affirmative vote of at least 2/3 of the members present at any of the regular or special meetings, provided that written notice has been given to all members of the committee by mail or delivery, not less than ten days prior to the meeting that such action is proposed. A certificate of the secretary that such notice has been delivered or mailed shall be prima facie evidence of compliance with this written notice provision.

(Continued)

Any member may resign membership voluntarily. Any member group or organization may be required by this committee to furnish a different representative to this committee for failure of such representative to attend regular called meetings, and for other good cause shown upon affirmative vote of at least 2/3 vote of the members present at any regular or special meeting, provided that written notice has been given to all members of the committee by mail or delivery, not less than ten days prior to the meeting that such action is proposed. A certificate of the secretary that such notice has been delivered or mailed shall be prima facie evidence of compliance with this notice provision.

Article III

Section 1. No candidates for public office shall be endorsed by the committee.

Section 2. No resolution or other recommendation adopted by the committee will be considered binding on any organizational member of the committee which may dissent. The name of any dissenting or nonparticipating member organization will be left off any resolution or other recommendation. Those organizations listed in any such resolution or other recommendation shall be shown as "Member Groups Supporting This Resolution (or Recommendation)." It shall not be necessary for the committee to make public the dissent of any group or organization, but any group or organization shall have the right to make any dissent or position contrary to that of the committee public.

Article IV - Officers

Section 1. The officers of the committee shall be a chairman, a chairman pro-tem, a secretary, and a treasurer. The officers shall serve for a term of one year and shall be elected by a majority vote of those present and voting at the annual meeting. The officers shall perform the duties customarily incident to the offices which they hold, and in addition thereto, the chairman pro-tem shall act as the chairman of the program committee.

Section 2. There shall be a nominating committee composed of three members elected by the representatives at the meeting preceding the annual election of officers. In addition to nominations by the nominating committee, there may be nominations from the floor.

Section 3. A vacancy occurring in any office shall be filled for the remainder of the term of that office by nominations from the floor at the first regular meeting following announcement of the vacancy; written notice shall be sent to all member groups at least five days prior to the election.

Section 4. The immediate past chairman shall serve as a member of the executive committee.

Article V - Meetings

Section 1. The annual meeting shall be held during the month of May at a place and time to be designated by the Chairman subject to his choice being overruled by a majority vote of those present at the regular monthly meeting immediately preceding the month of the annual meeting, the time and place he has chosen.

Section 2. Regular meetings shall be held once each month at such time and place as the membership shall from time to time determine by a majority vote. Special meetings may be called from time to time by the chairman, and upon written request from five or more members of the committee the chairman shall call a special meeting.

Section 3. A majority of the duly enrolled members or their alternatives will constitute a quorum for all meetings.

Article VI - Annual Dues

Each organizational member of the committee shall pay to the treasurer dues of $3.00 per year which shall be payable in advance of the annual meeting. Members delinquent in payment of the dues will not be permitted to vote during such delinquency, nor shall their presence be counted in determining a quorum.

(Continued)

Article VII - Amendments

This constitution may be amended by affirmative vote of at least 2/3 of those present and voting at any regular or special meeting provided that notice in writing of proposed changes in the constitution has been given to all members of the committee not less than ten days in advance of the meeting. The notice shall be given in the same manner provided in Section 4 of Article II.

Article VIII - Parliamentary Authority

Robert's Rules of Order Revised shall govern this committee in all cases to which they are applicable and in which they are not in conflict with this Constitution.

WESTLAKE, OHIO

Guidelines for Advisory Committee Management

1. Don't ask any advisory committee to deal with easy problems. Committees are more successful when they work on hard ones, especially those problems which school boards have been unable to solve.

2. Don't coax anyone to serve unless he agrees to attend every meeting and to give his full effort.

3. Avoid choosing persons who stand to profit personally from committee action or who have to clear their votes with any organization they may represent.

4. Don't worry about selecting persons who are not experts or even especially well informed about the problem under study; pick those who are intelligent, objective, and favorably known to a substantial segment of the persons concerned with the problem.

5. Keep the first few meetings limited to clarification of the understanding of committee members. Provide basic, factual information, well prepared. An effort must be made to be certain that every member is familiar with the background information.

6. Committee meetings should be held at a place which assures good working conditions but which is not too attractive or comfortable.

7. Begin the discussions only after the presentation of facts has been completed, which may require more than one meeting. After the discussion period begins, the chairman should make sure at the conclusion of each meeting that he reviews and pegs down the points upon which agreement has been reached. There also should be kept, for later discussion, a list of the points of disagreement.

8. One of the chairman's big tasks, from the beginning to the end of the committee's assignment, is to remind the group that its goal is the solution of the problem and not the writing of a report "to be abandoned, like a foundling child, on the doorstep of some other agency."

9. The report should be designed with the objective of broadening the knowledge and understanding of the problem on the part of the board of education and citizens, and to encourage and equip the board to take effective action upon the recommendation of the committee.

10. The report which emerges from the work of the advisory group should be as attractive and as readable as it can be made. If funds are limited, let the skimping take place elsewhere and not penalize the quality of the report. The report should be written in clear, concise language. One of the reasons why committee reports often gather dust is their fuzzy, inept writing and bargain basement publication budget.

BEACHWOOD SCHOOL DISTRICT, OHIO

Community Advisory Committee

I. *Statement of Policy*

It is the policy of the Beachwood board of education that a community advisory committee of citizens, administrators, and the board be constituted to provide a forum for development of proposed improvements to the school system and to serve as a communication link to the community at large.

II. *Reasons for and Objectives of the Policy Statement*

A. The reasons for the policy are:

1. To provide a nucleus of informed citizens who will interpret the school system to the community at large.
2. To provide a method for sampling the thoughts of the community at large.
3. To provide for additional channels for oral communications.
4. To recognize that, as our population grows, a corollary growth is required in our schools, and that it is important for residents to understand the direction of that growth and to have an opportunity to make the educational aspirations for their children known.
5. To recognize that this type of idea exchange between elected school officials and community representative lay members can best occur in a relatively informal situation specifically planned for this purpose.

B. The objectives of the policy are:

1. To provide an organization through which citizens, administrative staff, and board members may improve understanding and development of the Beachwood school system.
2. To provide a core of knowledgeable and interested citizens to serve on special committees of the board as may, from time to time, be required.
3. To provide for thorough review and discussion wherever possible with representatives of the community between the time proposals for new directions in education are made and their final resolution by the board of education.

III. *Procedures and Practices*

A. The Community Advisory Committee shall meet regularly and as required.

1. Regular meetings shall include but not be limited to:

(a) Orientation and communication - spring
This may include a discussion of the role of the superintendent and the board, a review of goals of the school system, and a tour of the physical system itself.
(b) Curriculum - fall
This may include a full discussion of contemplated new directions in curriculum.
(c) Bond issues and operating levies - fall
This will include a discussion of why such issues are necessary and the alternatives available.
(d) State of the schools - spring
This will include a report from the superintendent and the building principals indicating their appraisal of the progress made in the schools and future needs.

2. Other meetings shall be called by the chairman as required or on request of any five members.

3. Each meeting shall be constituted so that a time is provided for those attending to ask any question relative to the school, or the school in its relation to the community at large.

(Continued)

4. Meetings shall be scheduled and publicized so that any citizens who desire may attend any or all of these meetings. The board of education may substitute any or all of these meetings for the curriculum portion of the regular curriculum meetings of the board.

5. Meetings shall be conducted according to Robert's Rules of Order but, since the prime function of the committee is to provide a forum for exploring different points of view, the minutes shall indicate major points of discussion as fully as possible.

B. The committee shall be comprised of:

1. The president and one other member of the board of education.
2. The superintendent and principals.
3. The president or his representative from each PTA unit and the PTA council.
4. The chairman of the Community Information Committee.
5. The program chairman of the Community Advisory Committee (See E below).
6. Any of the following who, upon invitation, desire to participate:
   (a) A representative of City Council and the mayor
   (b) A representative of the Boosters' Club
   (c) A representative of the Civil League
   (d) A representative of the Safety Council
   (e) A representative of the American Field Service
   (f) A representative of the Zoning and Planning Commission
7. Seven representatives from the community at large, appointed by the board president.

C. The committee shall be chaired by the president of the board of education.

D. The superintendent shall provide a secretary to record minutes of the meetings, send out minutes of the meetings to the members of the committee and the board of education, mail meeting announcements, and make other necessary arrangements for the conduct of the meetings.

E. The chairman shall appoint one citizen to act as program chairman. This person need not otherwise be a member of the committee. It shall be his responsibility to work with the chairman to plan and schedule all meetings of the committee.

F. Members of the staff, school board members, citizens, or people from outside the community shall be invited to participate and act as resource persons for the Community Advisory Committee as appropriate.

G. Committee members shall receive the superintendent's "Summary of School Board Meetings" in order to provide them information to report to their various groups.

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Please print or type replies October 1967

CITIZENS ADVISORY COMMITTEES

Name of school system _____

City _____ State _____ Zip code _____

Name and title of respondent _____

_____

1. Is there in your school system a district-wide, CONTINUING, citizens advisory committee? (Do NOT include temporary committees organized for special purposes, such as bond campaigns. Do NOT include special purpose committees mandated by law, such as vocational advisory committees.)

   YES _____ NO _____

   (If YES, please complete Questions 2-16 before returning the questionnaire. If NO, simply check NO above and return the questionnaire.)

2. Official name of the committee _____

3. Year organized _____

4. How many members comprise the advisory committee?

   QUESTIONNAIRE FORM

   _____ Voting members

   _____ Ex officio members

5. Which occupational groups are represented by voting members on the current committee? (Check all that apply)

_____ School employees	_____ Farmers	_____ Military
_____ Housewives	_____ Laborers	Other (please list)
_____ Professional	_____ Clergy	_____
_____ Business	_____ Retirees	_____

6. How did the committee come into being? (Check ONE)

   _____ Initiated by the board of education.

   _____ Initiated by interested citizens and later recognized officially by the board of education.

   _____ Initiated independently and still operating without formal board recognition.

   _____ Other (Please explain) _____

   _____

- 2 -

7. Do the members serve for a definite term of office? YES _____ NO _____

If YES, what is that term? _____

8. How are the committee members selected? (Check ONE)

_____ A steering committee of the board of education appoints ALL members.

_____ The board of education appoints ALL members.

_____ The citizens advisory committee is self-perpetuating.

_____ Each community organization elects or appoints one or more members of the committee to represent the organization on the committee.

_____ Each community organization selects one or more members who serve as individuals.

_____ The board selects part of the committee and the committee selects the remainder of its membership.

_____ The board selects part of the committee and community organizations select the rest.

_____ Other (Please explain) _____

_____

_____

QUESTIONNAIRE FORM

9. With which of the following internal committees is the advisory committee organized? (Check all that apply)

_____ Committee of the whole

_____ Executive committee

_____ Subcommittees

_____ Other (Please list) _____

10. How is the chairman of the advisory committee selected? (Check ONE)

_____ Appointed by the superintendent.

_____ Appointed by the board of education.

_____ Elected by members of the advisory committee.

_____ The superintendent is automatically chairman of the committee.

_____ Other (Please explain) _____

_____

11. What is the role of the superintendent with the advisory committee? (Check all that apply)

_____ Ex officio member _____ Liaison with board

_____ Chairman _____ Advisor _____ None

_____ Voting member _____ Observer

12. Does the committee hold regular meetings? YES _____ NO _____

If YES, how often? _____

13. How does the advisory committee operate? (Check ONE)

_____ The board of education assigns tasks to the committee.

_____ The superintendent assigns tasks to the committee.

_____ The committee determines its own tasks independently of the board or superintendent.

_____ The committee suggests tasks it should undertake and the board and/or superintendent must approve them.

_____ Other (Please explain) _____

_____

_____

QUESTIONNAIRE FORM

14. How is the advisory committee financed? (Check all that apply)

_____ By the local school system

_____ By dues from its members

_____ By contributions from community organizations

_____ By federal or state funds

_____ The committee has no operating capital

_____ Other (Please list) _____

_____

15. Please describe the functions of the committee in the following areas (for example: fact-finding, program and policy development, mobilizing public support).

BUILDINGS AND GROUNDS _____

_____

FINANCE _____

_____

- 4 -

15. (Continued)

CURRICULUM _____

_____

SCHOOL-COMMUNITY RELATIONS _____

_____

SCHOOL AND COMMUNITY CENSUS _____

_____

EXTENDED SERVICES (health, transportation, cafeteria) _____

_____

EXTRACURRICULAR ACTIVITIES _____

_____

SCHOOL DISTRICT REORGANIZATION _____

_____

OTHER _____

_____

QUESTIONNAIRE FORM

16. Please add any additional comments you feel are appropriate, i.e., some projects of the committee, an evaluation of the work of the committee, needed improvements in the structure and operation of the committee, its relation to other groups in the school system, etc. (Your comments will not be identified as to source in our survey report.)

_____

_____

_____

_____

Please enclose copies of printed materials describing the activities of the committee, a copy of the constitution and by-laws of the committee, and any other pertinent materials which you feel would contribute to our report.

RETURN ONE COPY TO: Educational Research Service
Box 5, NEA Building
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

This study was designed and
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